

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Infant Development Intake Specialist

DEFINITION

Under supervision of the Director, Special Programs, and direction of the Program Specialist, coordinates the referral and intake process for the Infant Development Program; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director, Special Programs

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Program Support

Coordinates the referral and intake process for the Infant Development Program (IDP); provides resource information and assistance to families with special needs infants/toddlers, outside agencies and staff; answers telephones and email; enters and maintains referral/intake information using a database; processes referrals including preparing intake and initial assessment packets for IDP team; contacts parents of referred students and provides information regarding the infant development programs and the intake/assessment process; documents family's concerns, priorities and resources available; conducts informational presentations and inservice training to community based organizations and outside agencies regarding the referral/intake process and the Infant Development Program; attends various meetings and training as assigned; assists in planning family support activities; provides program support for team/staff as needed; maintains cooperative working relationships with staff, families and outside agency personnel.

Documentation/Records Maintenance

Creates and maintains a database for efficient collection and retrieval of student and program information for staff and outside agencies; assists in tracking enrollment and monitoring timelines to meet federal guidelines; completes various forms and reports; prepares and sends emails, letters and resource materials to parents; requests information from outside agencies providing services to families.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Any combination of education, training and experience which demonstrates the ability to perform the duties as described; experience working with young children who have developmental disabilities or delays is desired; preference may be given to those persons with previous experience in an infant development or similar program.

Knowledge of:

Principles of child development and developmental disabilities; available community resources for families of special needs infants/toddlers; standard clerical procedures and filing systems; English, grammar, punctuation and spelling; proper telephone techniques; standard software applications.

Skill and Ability to:

Communicate effectively in oral and written form with parents, staff and outside agencies, in sensitive situations; maintain cultural awareness and sensitivity to differing attitudes; train others in referral processes; work cooperatively and effectively with individuals and groups; utilize time management techniques to organize and prioritize work; work with minimal supervision; remain flexible and adapt to changing program needs; operate standard office equipment; create and maintain a database system; prepare reports, forms, letters and other related materials; follow instructions; read, interpret and apply rules, laws and procedures.

Revision approved by Personnel Commission 6/9/09

Revision approved by Personnel Commission 4/11/06 (Formerly Intake Specialist)

Approved by Personnel Commission 9/12/2000